

DEPARTMENT OF MANAGEMENT STUDIES

4th October, 2020

To,
The Principal
SKIT, Jaipur

Sir,

Reg: 5-Day Online FDP on "HANDS-ON WITH MS OFFICE ESSENTIALS"

The Department of Management Studies, SKIT wishes to organize a 5-Day Online Faculty Development Programme for the Faculty Members. The theme of the FDP will be "HANDS-ON WITH MS OFFICE ESSENTIALS". FDP will be conducted from 1st-5th November, 2020.

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall.

The topics to be covered in the FDP would be as follows:

- Introduce the fundamentals of computing devices and reinforce computer vocabulary.
- Provide hands-on use of Microsoft office 2013 applications word, excel, access and PowerPoint.
- Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills.

We request you to kindly approve the programme for organizing the FDP from 1st-5th November, 2020.



Dr. Priyanka Bhaskar
Coordinator-FDP



Prof. S.K. Mathur
HOD-DMS

Yes! Approved.
R



**Swami Keshvanand Institute of Technology,
Management & Gramothan
Department of Management Studies**

5th October, 2020

Notice

Faculty Development Programme on “HANDS-ON WITH MS OFFICE ESSENTIALS”

All the Faculty members of SKIT are hereby informed that the Department of Management Studies is organizing a 5-Day Online FDP on “HANDS-ON WITH MS OFFICE ESSENTIALS” from 1st-5th November, 2020.
Venue: Dr. A. P. J. Abdul Kalam Seminar Hall.

All Faculty members who are interested to participate are requested to give their names to event Coordinator latest by 30th October, 2020. Department will provide certificate of participation to successful candidates.

**Dr. Priyanka Bhaskar
Coordinator-FDP**

**Prof. S.K. Mathur
HOD-DMS**

Copy to:

1. Director
2. Registrar
3. Principal
4. Principal (Pharmacy)
5. Adviser
6. Dean (R&D)
7. Incharge B. Tech, I Year
8. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English
9. All the Faculty & Staff members by circulation
10. All notice boards

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR
DEPARTMENT OF MANAGEMENT STUDIES
Faculty Development Programme**

on

“HANDS-ON WITH MS OFFICE ESSENTIALS”

(1st-5th November, 2020)

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall

Report of the FDP

The Department of Management Studies, SKIT has organized a **FDP** on **“HANDS-ON WITH MS OFFICE ESSENTIALS” (1st-5th November, 2020)** at Dr. A. P. J. Abdul Kalam Seminar Hall, DMS.

Objectives of the FDP

- Expand knowledge with the vocabulary of computers and the Office suite.
- Learn to use a combination of tools (and the internet) and understand how they work with each other through assignments/projects.
- Construct professional-looking documents for a variety of scenarios.
- Learn ways to use the software applications more efficiently.
- Prepare and deliver impactful presentations.
- Build spreadsheets to perform calculations.
- Analyze data that you have to draw insights.

Sub Themes of the FDP

Introduction the fundamentals of computing devices and reinforce computer vocabulary.

Provide hands-on use of Microsoft office 2013 applications word, excel, access and PowerPoint.

Provide foundational or “computer literacy” curriculum that prepares students for life-long learning of computer concepts and skills.

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR
DEPARTMENT OF MANAGEMENT STUDIES
Faculty Development Programme**

on

“HANDS-ON WITH MS OFFICE ESSENTIALS”

(1st-5th November, 2020)

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall

Report of the FDP

This program was designed to introduce learners to the Microsoft Office suite, covering the three most popular applications used in businesses and education world due to COVID-19 the world over - Word, PowerPoint, and Excel. In this program, you will gain proficiency in using the three Microsoft Office applications, as well as gain hands-on exposure on how to use them effectively in common work situations by learning how to write and present effectively, and how to analyze data. The participants were faculty members and research scholars from various colleges and universities of repute of Rajasthan.

Dr. Rachana Meel, Registrar, SKIT Campus, welcomed all the guests with mementoes and bouquet. Participants and guests of the **FDP** were warmly welcomed by Prof. (Dr.) S. L. Surana, Director (Academics), SKIT followed by Prof. (Dr.) Ramesh Kumar Pachar, Principal, SKIT. Welcome & Theme Presentation was done by Dr. Priyanka Bhaskar, Assistant Professor, DMS, SKIT.

FDP speakers included Dr. Pallika Jajo, Dr. Shalini Singh, Dr. Kanak Giri, They focused on various topics like MS WORD, MS EXCEL and MS POWERPOINT.

Faculty members of DMS, organizers of this FDP were Dr. Savita Choudhary, Associate Professor, Dr. Ona Ladiwal, Associate Professor, Dr. Atul Gupta, Associate Professor, Dr. Maneesha Kaushik, Associate Professor, Dr. Priyanka Bhaskar, Assistant Professor, Dr. Ravish Pandey, Assistant Professor.

A Minimum of 80% Attendance in all Classes is a mandatory condition for the completion of the program. Apart from this, there will be periodic assessments in the form of Quiz, Assignment, or other objective/subjective evaluations.

Subsequently, all the participants were awarded with certificate of participation

Outcomes Report of the FDP

- Gain familiarity with the vocabulary of computers and the Office suite.
- Create professional-looking documents for a variety of scenarios.
- Prepare and deliver impactful presentations.
- Build spreadsheets to perform calculations.
- Analyze data that you have to draw insights.
- Learn ways to use the software applications more efficiently.
- Learn to use a combination of tools (and the internet) and understand how they work with each other through assignments/projects.

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR
DEPARTMENT OF MANAGEMENT STUDIES
Faculty Development Programme**

**on
“HANDS-ON WITH MS OFFICE ESSENTIALS”**

(1st-5th November, 2020)

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall

Programme Sheet

Time	Session
Day 1	
9:00 am – 9:15 am	Registration & Welcome of the Faculty Members
9:15 am – 9:20 am	Lamp Lighting & Saraswati Vandana
9:20 am – 9:25 am	Floral Welcome
9:25 am – 9:30 am	Welcome & Theme Presentation by Dr. Priyanka Bhaskar, DMS, SKIT
9:30 am – 9:35 am	Address by Shri Surja Ram Meel, Chairman, SKIT
9:35 am – 9:40 am	Address by Shri Jaipal Meel, Director, SKIT
9:40 am – 9:45 am	Address by Prof. (Dr.) S. L. Surana, Director (Academics), SKIT
9:45 am – 9:50 am	Address by Prof. (Dr.) Ramesh Kumar Pachar, Principal, SKIT
Session I	
10:00 am – 11:00 am	Dr. Pllika Jajo
Day 2: Session II	
10:00 am – 11:00 am	Dr. Pllika Jajo
Day 3: Session III	
10:00 am – 11:00 am	Dr. Shalini Singh
Day 4: Session IV	
10:00 am – 11:00 am	Dr. Shalini Singh
Day 5: Session V	
10:00 am – 11:00 am	Dr. Kanak Giri

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR
DEPARTMENT OF MANAGEMENT STUDIES
Faculty Development Programme**

on

“HANDS-ON WITH MS OFFICE ESSENTIALS”

(1st-5th November, 2020)

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall

List of Experts

S. No.	Name of Experts	Organisation	Country
1	Dr. Pllika Jajo	SKIT	India
2	Dr. Shalini Singh	SKIT	India
3	Dr. Kanak Giri	SKIT	India

**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR**

DEPARTMENT OF MANAGEMENT STUDIES

Faculty Development Programme

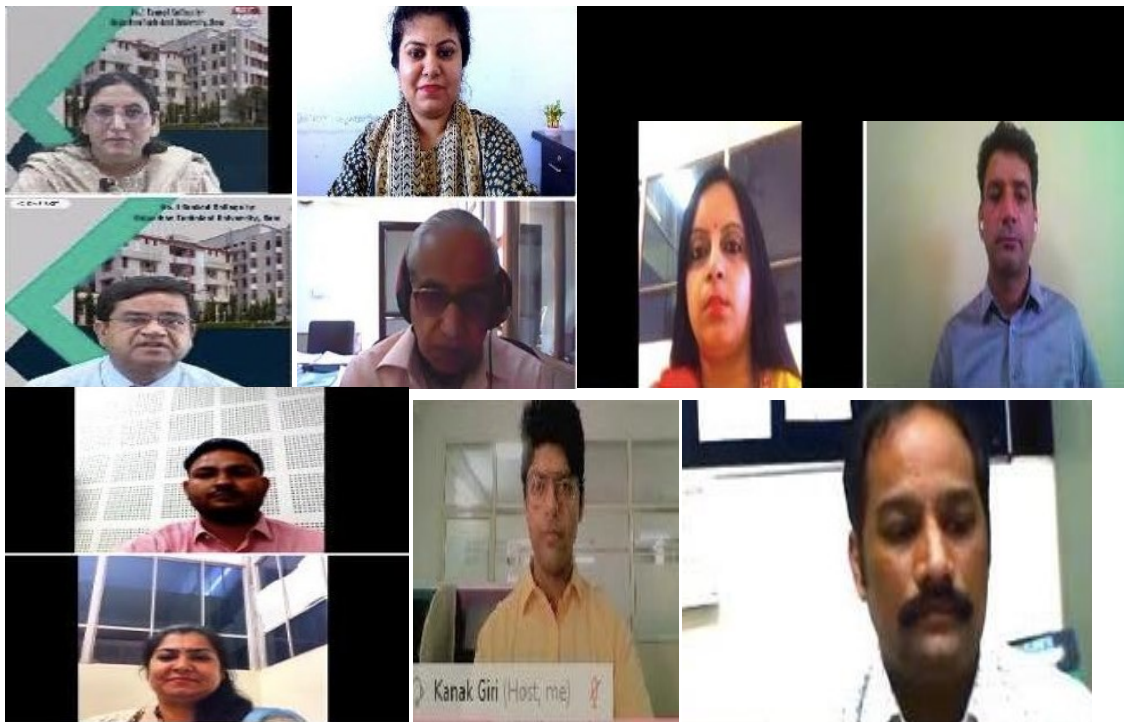
on

“HANDS-ON WITH MS OFFICE ESSENTIALS”

(1st-5th November, 2020)

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall

Glimpses of FDP



Feedback Form

Faculty Development Programme

on

“HANDS-ON WITH MS OFFICE ESSENTIALS”

(1st-5th November, 2020)

Thank you for participating. Please take a few minutes to tell us about your experience and what we can do to improve future FDP.

	Yes	No	NOT SURE
The FDP was applicable to my interest			
The program was well paced within the allotted time			
The material was presented in an organized manner			
The resource persons were good communicators			
The resource persons were knowledgeable on the topic			
I would be interested in attending a follow-up, more advanced FDP on this same subject			

Comments and suggestions (How do you think the FDP could have been made more effective?)

Name :

Email ID:

Mobile No.:

Thank You!

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN
DEPARTMENT OF MANAGEMENT STUDIES

Faculty Development Programme
on
**“HANDS-ON WITH MS OFFICE
ESSENTIALS”**
From 1st-5th November, 2020

Objectives of the FDP

- Expand knowledge with the vocabulary of computers and the Office suite.
- Learn to use a combination of tools (and the internet) and understand how they work with each other through assignments projects.
- Construct professional-looking documents for a variety of scenarios.
- Learn ways to use the software applications more efficiently.
- Prepare and deliver impactful presentations.
- Build spreadsheets to perform calculations.
- Analyze data that you have to draw insights.

About the FDP

This program is designed to introduce learners to the Microsoft Office suite, covering the three most popular applications used in businesses the world over - World, PowerPoint, and Excel. In this program, you will gain proficiency in using the three Microsoft Office applications, as well as gain hands-on exposure on how to use them effectively in common work situations by learning how to write and present effectively, and how to analyze data.

- **Registration fees: No Charges**
- **Date: From 1st-5th November, 2020**

Venue: Dr. A. P. J. Abdul Kalam Seminar Hall, DMS-SKIT

Sub Themes of the FDP

Introduce the fundamentals of computing devices and reinforce computer vocabulary.
Provide hands-on use of Microsoft office 2013 applications word, excel, access and PowerPoint.
Provide foundational or “computer literacy” curriculum that prepares students for life-long learning of computer concepts and skills.

ABOUT INSTITUTE

Swami Keshvanand Institute of Technology Management and Gramothan, Jaipur Swami Keshvanand Institute of Technology, Management and Gramothan, Jaipur, was established in the year 2000 by a team of committed professionals and academicians. SKIT enjoys the reputation of being one of the premier institutes in northern India, possessing qualified and experienced faculty along with well-developed infrastructure. A great sense of discipline, sincerity and an environment conducive to learning makes SKIT an educational paradise. All the Courses are duly approved by AICTE and affiliated to Rajasthan Technical University, Kota. B.Tech courses are accredited by the National Board of Accreditation (NBA, New Delhi). Recently SKIT has been ranked as topmost college as per QIV Score announced by RTU. Department of Management Studies in its endeavor to strengthen the philosophy of Swami Keshvanand Ji and achieve excellence in Techno-managerial environment, the institute established Department of Management Studies in the academic year 2006-2007.

ABOUT THE DEPARTMENT

The Department of Management Studies offers an AICTE approved Master of Business Administration (MBA) degree course, affiliated to Rajasthan Technical University, Kota. The Department aims at developing future managers equipped with curricular & co-curricular skills, which will help them to make a mark in the industry. To achieve its vision the Department uses a blend of well-qualified and experienced core faculty and renowned visiting faculty members from other institutes. To enhance the horizon of knowledge, various Seminars, Workshops, and Entrepreneurial Activities are organized regularly. The Department is an active member of All India Management Association (AIMA).

PATRON
Shri Sujra Ram Meel
(Chairman)
ADVISORY COMMITTEE

Shri Anil Bafna (Vice Chairman)	Shri Jaijal Meel (Director)
Mrs. Rachana Meel (Registrar)	Prof. (Dr.) S. L. Suresh (Director (Academics))
Prof. R. K. Pachar (Principal SKIT)	Prof. M. L. Bhargava (Advisor)

STEERING COMMITTEE

Mr. Nishal Meel	Dr. S. K. Mathur
Prof. (Dr.) Hamlata Dullac	Prof. (Dr.) Anil Choudhary
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Dr. Nikesh Gautam	Abhishek Gupta
Rooja Jain	

Organizing Secretary
Dr. Savita Choudhary,
Associate Professor, DMS
Mob: 9928090907

Organizing Committee
Dr. Ona Ladiwal
Dr. Ajul Gupta
Dr. Manasaha Kaushik
Dr. Ravish Baxdey

FDP Coordinator
Dr. Priyanka Bhaskar,
Assistant Professor, DMS
Mob: 9521850759

Conference Secretariat
Mr. Dileep Singh Gurjar
Mr. Yogesh Sharma
Mr. Shriv Prasad Sharma

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Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur**Ramnagar, Jagatpura, Jaipur-302017****Department of Management Studies****HANDS-ON WITH MS OFFICE ESSENTIALS (1st-5th November, 2020)****List of Participations**

S. No.	EMPLOYEE ID	NAME OF FACULTY	DESIGNATION	DEPTT.	MOBILE NO.	EMAIL ID
1	121	DR. ONA LADIWAL	ASSOCIATE PROF. 1	MBA	8302020007	onaladiwal@gmail.com
2	122	DR. ATUL GUPTA	ASSOCIATE PROF. 1	MBA	9829510357	atul.gpt15@gmail.com
3	148	DR. MANEESHA KAUSHIK	ASSOCIATE PROF. 1	MBA	9785381999	maneesha9099@gmail.com
4	123	DR. SAVITA CHOUDHARY	ASSOCIATE PROF. 1	MBA	9680080686	savitachoudhary@skit.ac.in
5	878	Dr. PRIYANKA BHASKAR	ASTT. PROFESSOR	MBA	9521850759	priyanka.payal@skit.ac.in
6	881	DR. RAVISH PANDEY	ASTT. PROFESSOR	MBA	9928090907	rvshpandey9@gmail.com
7	713	DR. SHIKHA AGARWAL	ASSISTANT PROF. 2	ENGLISH	9610731569	drshikha_2014@rediffmail.com
8	616	SHEEBA ANJUM	ASSISTANT PROF. 1	ENGLISH	9928334657	anjumsheeba17@gmail.com
9	780	GEETIKA PATNI	ASSISTANT PROF. 1	ENGLISH	9785805888	geetikapatni@gmail.com
10	105	DR. ANURAG SHARMA	ASSOCIATE PROF. 1	CHEMISTRY	9460386437	anuragsharma20oct@yahoo.co.in
11	612	DR. POONAM OJHA	ASSISTANT PROF. 2	CHEMISTRY	9928086033	pnmojha@gmail.com
12	629	DR. SWATI JOSHI	ASSOCIATE PROF. 1	CHEMISTRY	9461207759	swtojha@gmail.com
13	106	DR. RAJ KUMAR JAIN	PROFESSOR	PHYSICS	9413974741	rajjain_patodi@yahoo.co.in
14	832	MANOJ KUMAR	ASTT. PROF.	ME	8053052391	mksainisingh@gmail.com
15	839	MOHD. SUHAIB	ASTT. PROF.	ME	9654391065	suhaibansari100@gmail.com
16	838	VISHNU JANGID	ASTT. PROF.	ME	9680130905	vvjangid@gmail.com
17	862	NAVEEN KUMAR SAIN	ASTT. PROF.	ME	9413065501	naveen.sain90@gmail.com
18	869	JITENDRA KUMAR	ASTT. PROF.	ME	8104601230	kumar.46@iitj.ac.in
19	191	AVADHESH K SHARMA	ASSISTANT PROF. 2	EE	9783840829	sharmaavadhesh81@gmail.com
20	811	NIKHIL SHARMA	ASSISTANT PROF. 1	ME	9166245750	nikhil.sharma@skit.ac.in

Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur
Ramnagar, Jagatpura, Jaipur-302017
Department of Management Studies
HANDS-ON WITH MS OFFICE ESSENTIALS (1st-5th November, 2020)

List of Participations

S. No.	EMPLOYEE ID	NAME OF FACULTY	1/11/2020	2/11/2020	3/11/2020	4/11/2020	5/11/2020
1	121	DR. ONA LADIWAL	P	P	P	P	P
2	122	DR. ATUL GUPTA	P	P	P	P	P
3	148	DR. MANEESHA KAUSHIK	P	P	P	P	P
4	123	DR. SAVITA CHOUDHARY	P	P	P	P	P
5	878	Dr. PRIYANKA BHASKAR	P	P	P	P	P
6	881	DR. RAVISH PANDEY	P	P	P	P	P
7	713	DR. SHIKHA AGARWAL	P	P	P	P	A
8	616	SHEEBA ANJUM	P	P	P	P	P
9	780	GEETIKA PATNI	P	A	P	P	P
10	105	DR. ANURAG SHARMA	P	P	A	P	P
11	612	DR. POONAM OJHA	P	P	P	P	P
12	629	DR. SWATI JOSHI	P	P	P	P	P
13	106	DR. RAJ KUMAR JAIN	P	A	P	P	P
14	832	MANOJ KUMAR	P	P	P	P	P
15	839	MOHD. SUHAIB	P	P	P	P	P
16	838	VISHNU JANGID	P	A	P	P	P
17	862	NAVEEN KUMAR SAIN	P	P	P	P	P
18	869	JITENDRA KUMAR	P	P	P	P	P
19	191	AVADHESH K SHARMA	P	A	P	P	P
20	811	NIKHIL SHARMA	P	P	P	P	P



Faculty Development Programme
on
"HANDS-ON WITH MS OFFICE ESSENTIALS"

Organized By
Department of Management Studies
Swami Keshavanand Institute of Technology, Management & Gramothan
Ramnagar, Jaipur-302025

Certificate of Participation

This is to certify that **DR. SHIKHA AGARWAL** from **SKIT, Jaipur** has participated in the Faculty Development Programme on "Hands-On With MS Office Essentials" organized by Swami Keshavanand Institute of Technology, Management & Gramothan, Jaipur from 1st-5th November, 2020.

Dr. Priyanka Bhaskar
Coordinator

Prof. Ramesh Kumar Pachar
Principal, SKIT, Jaipur